

~~RETURN TO~~

RECORDS MANAGEMENT DIVISION

25X1A9a

[REDACTED], Emergency  
Planning Officer, Security Office

SEP 30 1954

Chief, Records Management Division,  
Management Staff

Requirements for Vital Materials Planning

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1. We are currently developing a vital materials handbook covering procedure for the selection, transmission, storage, and maintenance of the vital records of the Agency. The procedure for the transmission, storage, and maintenance of this material has been fairly well established through the close working relationship of [REDACTED] of this office with the various Area Records Officers. The handbook will document the verbal understandings of these procedures, and no significant changes are contemplated. There is, however, considerable work to be done in developing guides to aid in determining which records are not vital, which records are vital and the form in which vital records should be deposited and maintained.

2. We feel that some criteria for appraising the vital nature of records are necessary to provide a consistent basis for selection and maintenance. To develop such criteria we need a specific statement of the conditions for which we are planning. There is attached a draft of such a proposed statement on which we would appreciate your comments.

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MS/RMD/RSB/TLS:pj

Attachment

*W. [Signature]*  
*9/29/54*

30 Sept. 54 25X1A9a

Discussed with [REDACTED] today. He is in agreement but made the following suggestions:

1. Limit distribution to persons who are aware of the plan on a need to know basis.
2. Add delete "before a location other than emergency headquarters".
3. Add "Require a reappraisal on a quarterly or continuing basis."